



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: LICENSED PRACTICAL NURSE 1*			Abbreviation: LPN 1
Class Code: 44591	OCC Code: 6	Analyst: EX	Effective Date: OCT 1, 1995

SUMMARY: Under direct supervision, is responsible for licensed practical nursing duties of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Licensed Practical Nurse job series. An employee in this class is responsible for providing licensed practical nursing health care support as directed by an immediate supervisor in a hospital, clinic, institution, or in the home. An employee in this class may be assigned to work days, evenings, nights, and/or weekends. This class differs from Licensed Practical Nurse 2 in that the latter performs licensed practical nursing duties independent of constant supervision.

* An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Provides health care support as directed by the immediate supervisor: administers a prescribed health care plan; bathes the patient; feeds the patient; takes the patient's vital signs; identifies patient's allergies and possible side effects of medication; administers medication; observes effectiveness of medications; performs lifesaving or emergency actions (e.g., Heimlich maneuver, applying pressure to wounds to control bleeding, CPR); prepares the patient for laboratory tests; obtains blood and urine specimens; prepares specimens for transport to an outside laboratory; reads professional journals, manuals, and other reference materials to keep abreast of current health care information.
2. Ensures that medical equipment and designated work areas are kept clean and serviceable: visually inspects equipment and work area; reports any maintenance problems or repairs made on equipment; reports habitual problems with cleanliness.
3. Teaches patients how to maintain optimal health status: demonstrates self-care such as dressing changes, self-examinations, activities of daily living (e.g., hygiene), and use of adaptive equipment/devices; ensures the patient understands self-care instructions through oral or written tests.
4. Maintains an adequate, current, and secure inventory of health care supplies: compares inconsistencies between inventory record and physical counts; completes order forms; compares



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: LICENSED PRACTICAL NURSE 1*	Abbreviation: LPN 1
--	-------------------------------

Page 2

supplies received to supplies ordered; updates inventory system; places supplies in appropriate locations; reports discrepancies in the inventory.

5. Documents care and education provided to the patient: completes medical and administrative forms (e.g., living will, Medicaid, Medicare, billing); documents orders followed and medical interventions; lists vital signs and procedures performed in the patient's medical record; documents administration and effectiveness of drugs, documents utilization of controlled drugs; documents completed tests and the results; writes progress notes on the patient's education and care provided.

MINIMUM QUALIFICATIONS

Education and Experience: Currently licensed as a practical nurse.

Necessary Special Qualifications: Currently licensed as a practical nurse with the State of Tennessee or possession of a temporary permit to practice practical nursing in the State of Tennessee. A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.